

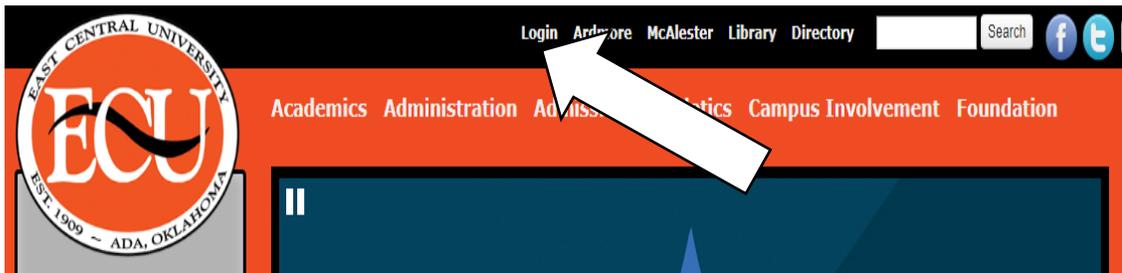
How do I drop a class?

Click [Here](#) to see the current add/drop dates for this school year.

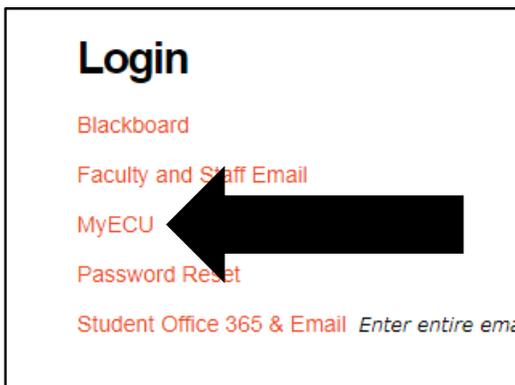
To drop a class online:

NOTE: This is done when enrollment is still open for classes. The last day to drop/add a class online is generally the Friday of the first week of the semester.

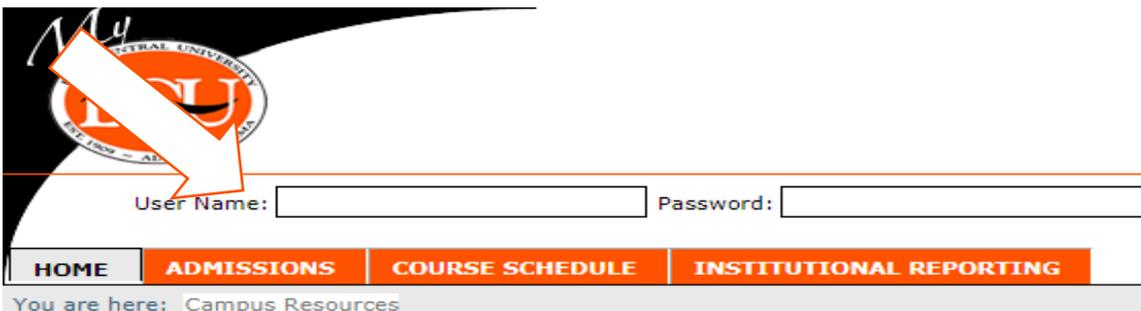
1. To begin click on Login at the top of the [ECU website](#).



2. Select [MyECU](#).



3. Login into your [MyECU](#) portal by using your User Name and Password.



- Select the Student Tab.

Welcome back ([Personal Info](#) | [Logout](#))

[ADMISSIONS](#) |
 [COURSE SCHEDULE](#) |
 [INSTITUTIONAL REPORTING](#) |
 [ECU INFORMATION](#) |
 [STUDENT PAGES](#)

here: [Campus Communications](#)

- In the Student Menu Bar on the left, click Registration and Semester Schedule.

- [Bachelors Degree Application](#)
- Billing Information**
- Career Center**
- Emergency Notification**
- Financial Aid**
- Housing Application S**
- How Do I Document**
- Student Forms**
- Maintenance**
- Masters Degree Application**
- Registration and Semester Schedule**
- Residency Petition Form**
- Student Employee**
- Student Schedule**
- Transfer Matrices**
- Transcript Requests**

- A list of your classes will show at the bottom of this page. Click Add/Drop Courses.

Course Schedules

Add/Drop

Alert: Registration is not open at this time for this section. Student Registration is currently closed.

Current Term: Spring Term - 2018
Add Period Closed / Drop Period Closed

 [Add/Drop Courses](#)
 [Course Search](#)

Your Schedule (Registered)

Course	Title	Status
BIOL 3434L-01	GENETICS LAB GENETICS LAB	Current
PSYCH 1113-01	GENERAL PSYCHOLOGY GENERAL PSYCHOLOGY	Current
BIOL 2344L-02	GENERAL MICROBIOLOGY LAB GENERAL MICROBIOLOGY LAB	Current
BIOL 2344-01	GENERAL MICROBIOLOGY GENERAL MICROBIOLOGY	Current
BIOL 3434-01	GENETICS GENETICS	Current
HNRS 4993-01	INDIVIDUAL STUDIES- IS-THESIS II VESTIBULAN DEVELPMT	Current

7. Click the box labeled drop next to the course(s) to be dropped. Then at the bottom of the section click Drop Courses. The course(s) has been dropped.

Your Schedule (Registered)						
Drop	Swap	Title	Title	Schedule	Location	Credits
<input type="checkbox"/>		BIOL 3654L-01	MEDICAL TERMINOLOGY MEDICAL TERMINOLOGY	0:00 - 0:00 AM	WEB Campus Online Course WEB	3.00
<input type="checkbox"/>		BIOL 3654L-01	HISTOLOGY HISTOLOGY	MWF 11:00 - 11:50 AM	MAIN Campus Phys and Env Sci Bldg 166	4.00
<input type="checkbox"/>		BIOL 3654L-01	HISTOLOGY LAB HISTOLOGY LAB	R 12:00 - 1:50 PM	MAIN Campus Phys and Env Sci Bldg 125	0.00
<input type="checkbox"/>	<input checked="" type="radio"/>	CHEM 4114-01	ORGANIC CHEMISTRY II ORGANIC CHEMISTRY II	MWF 8:00 - 8:50 AM	MAIN Campus Phys and Env Sci Bldg 240	4.00
<input type="checkbox"/>	<input checked="" type="radio"/>	CHEM 4114L-01	ORGANIC CHEMISTRY II LAB ORGANIC CHEMISTRY II LAB	R 8:00 - 10:50 AM	MAIN Campus Phys and Env Sci Bldg 211	0.00

How to drop a class manually:

You may come into the Records Office and fill out a Drop/Add card.

The School of Graduate Studies Office can help you drop the course(s) if you are unable to make it to campus, if you follow these steps:

1. Email the School of Graduate Studies at gradschool@ecok.edu the following information:
 - a) **Use your student email**, other email accounts are more likely to be caught in spam.
 - b) You can copy and paste the following from this page.

Name:

Address:

Phone number:

Student ID #:

Semester/Year:

Course Information (must include: course number, section number, name of course, date and time of course (web) and location of the course):
 - c) Include all the information requested or your requested may be delayed and we may need to request more information if necessary.
2. Your drop will be processed on your behalf. Once completed you will receive an email confirmation.
3. Evidence that the class is dropped will be seen on your class enrollment on your MyECU portal within the next 24 hours.
4. **If you have missed the deadline** to be able to drop a class, it is not possible for that class to be dropped without the repercussions of that drop. For example, if you miss the date to drop a class with a full refund, dropping the class would result in having to pay partial tuition for that class.